

STATE OF CALIFORNIA
Franchise Tax Board

To: (Collector Name) District Office

(916) 845-

Subject: ***Subpoena Duces Tecum -
Taxpayer(s) -***

Special Procedures Contact: (Advisor Name)

1. Complete the blank spaces of the Subpoena Duces Tecum with the appointment date and time.
2. Personally serve one set on the subpoenaed party. The original set is our copy and should not be served, but is required to be in your possession at the item of service in case the custodian of records desires to inspect it.
3. Complete the "Certificate of Service" - General: at the time of service upon the subpoenaed party. This should be done on the original, the subpoenaed party's copy and the file copy.

Return the original set(s) to us after completion of service of the subpoena. The remaining set(s) are for your file.

Should the appointment time be postponed for any reason, please advise Special Procedures immediately. Consent to a delay beyond the appointment date may jeopardize any potential; contempt proceedings.

Manager, Special Procedures Section

Enclosures

CERTIFICATE OF SERVICE - GENERAL

I hereby certify that I served this Subpoena Duces Tecum by showing the original thereof to

and delivering a copy thereof with a copy of the declaration in support of said Subpoena Duces Tecum on the _____ day of _____, 19 _____.

Executed on _____ 19 _____, at _____.

Representative - Franchise Tax Board

CERTIFICATE OF SERVICE - FINANCIAL INSTITUTION

I hereby certify that I served a copy of this Subpoena Duces Tecum on

_____ on _____
Customer Date

and thereafter served this subpoena by showing the original to

Financial Institution

and delivering a copy thereof with a copy of the declaration in support of said Subpoena Duces Tecum on the _____ day of _____, 19 _____.

I further certify that on _____, I notified
Date

_____ that a motion to quash
Customer

the subpoena Duces Tecum may be filed with the Court within ten (10) days of this service.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____ 19 _____, at _____

Sample From FTB 2580(8-91)(side 2) _____
Representative - Franchise Tax Board